

WARRIOR PROGRAMME - JOB DESCRIPTION

**SALARY: 2-3 days per week (Range B-C dependent on experience/pro rata)
2 year contract**

JOB TITLE

Warrior Programme Serving Families Regional Co-ordinator (North (Catterick area) or South (Wiltshire))

RESPONSIBLE TO:

Lead Regional Co-ordinator/Operations Director

MAIN PURPOSE OF JOB:

To be the Serving Families point of contact for partner agencies and families in region

DUTIES:

- Develop and maintain partnership relations with all agencies, and welfare services for Families (to include presentations to promote The Warrior Programme)
- Identify appropriate attendees for the Families courses and upload information to Customer Relations Management (CRM)
- To be the families liaison on residential courses
- Liaise with family members post course to check on their health + wellbeing through telephone calls, email, text or social media when tasked by the Monitoring Co-ordinator
- Sign post Warriors to appropriate agencies to continue personal development where appropriate
- Any other duties related to the post as designated by the Operations Director

Person Specification
Warrior Programme Regional Co-ordinator (Families in Stress)

Essential	Desirable
Can work unsupervised, use initiative, is proactive and looks for solutions	A spouse of a serving member of the Armed Forces (preferably Army)
Well organised and able to host people whilst on a residential course	Knowledge of ex-service agencies and military charity organisations
Excellent interpersonal and communication skills – articulate and credible	Experience in negotiating and influencing with managers & directors of welfare agencies, services and organisations at regional level
Can work as part of a remote team & is a good team player	First aid at work qualification
Is adaptable, has foresight and is an excellent administrator	
Able to deliver presentations to promote the Warrior Programme	
Competent IT Skills - word, powerpoint and a CRM database Facebook, Twitter, Instagram user	
Compile concise progress reports for management review	
Flexible and able to work away from home in the UK if required	
Essential car user	

The closing date for applications is 18th September 2017 with interviews commencing 26th September. To apply please send your CV and covering letter to: info@warriorprogramme.org.uk

The Warrior Programme strives to be an equal opportunities employer and welcomes applications from all sections of the community. We particularly welcome applications from ex-Service personnel and family members. Appointments are subject to an enhanced DBS check.

Please contact John Cummings, Director of Operations on john.cummings@warriorprogramme.org.uk to arrange an informal discussion.